
To: Real Estate Department Partners

Notice: **RED-12-05**

From: Real Estate Department- Compliance and Asset Management

Date: February 1, 2012

Re: **2012 Tax Credit Compliance Trainings**

IHCDA is pleased to once again be partnering with Zeffert & Associates (formerly known as Compliance Solutions) to offer tax credit compliance training events throughout the year. Registration and course information is now available online at the [Compliance and Asset Management webpage](#).

The cost of training is \$75 per attendee per day. When registering online, you must sign up individually for each day that you would like to attend. Due to technical issues, registration will no longer allow you to sign up for multiple days at a time.

IHCDA is offering a **new incentive** for 2012 trainings. If a property's onsite manager attends at least two days of IHCDA training in 2012, the owner will receive a \$50 deduction on the 2012 annual monitoring fees for that property. To be eligible for this discount, the property manager must register for and attend two full days of training. Copies of the certificates of attendance must be attached to the 2012 Annual Owner Certification. The discount does not apply to attendance by management company compliance specialists or consultants related to the property.

Four different courses are being offered in 2012:

1. Qualifying Households- This training teaches how to properly calculate and verify all income and asset sources per Chapter 5 of HUD Handbook 4350.3 and IHCDA requirements. The training includes a number of workshops and in-class activities. This course is ideal for onsite property management staff, including those new to the program.

2. Advanced Tax Credit Compliance- This training teaches special program rules including but not limited to: applicable fraction, minimum set-aside, next available unit rule, vacant unit rule, unit transfers, general public use, and Fair Housing. The training includes a number of workshops and in-class activities. This course covers a large amount of information and is targeted to compliance specialists and experienced onsite property management staff.

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3. Preparing for an IHCD Physical Inspection- This training teaches what to expect from a physical inspection of your property and how IHCD applies the Uniform Physical Condition Standards (UPCS). The training includes a photo presentation showing common deficiencies identified during inspections. This course is ideal for onsite property management staff including maintenance staff as well as compliance specialists.

4. Managing Multiple Programs with RHTC- This training teaches how to successfully combine the tax credit program with HUD, RD, HOME, or bond funding. This training is ideal for onsite property management staff and compliance specialists dealing with properties that have multiple sources of funding.

Questions about 2012 trainings can be directed to:

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